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U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.  
January 26, 1948 Number 120  
PMA PROCEDURE TRANSMITTAL

NOTICE

TELEGRAPH PRIORITIES: By agreement among the Western Union Telegraph Company, the Federal Communications Commission, and the various Government agencies, the Western Union Telegraph Company will no longer give blanket priority to Government domestic telegraph traffic. In the future, priority will be given only upon request. Messages requiring preferred handling must have the word, "Priority" affixed immediately preceding the name and address. Priority handling will be afforded to full rate and serial messages only.

#### NEW RELEASES

Administrative Notice  
No. 84  
1-15-48

CODIFIED DEPARTMENTAL REGULATIONS: Sets forth the scope and purpose of the newly codified "Administrative Regulations" being released by the Department which are replacing a large number of memoranda, circulars, and manuals. Distribution (A) (B).

101.2  
Exhibit A-32  
1-8-48  
(Supersedes  
Exhibit A-32-  
dated 2-13-46)

Administrative Authorities - Sugar Branch - Revised  
to omit the New York Office which has been  
incorporated into the CCC New York field office  
An exhibit on the Administrative Authorities of  
the CCC Field Offices will be released in the near  
future. Distribution (A) (B-05, 15, 26, 32).

305.1 1-22-48  
(Supersedes  
306.1 dated  
9-23-46)

ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION  
CARDS: The Instruction, including Exhibit A,  
lists the various kinds of identification cards  
used in PMA, designates issuing and accountable  
officers, establishes responsibilities of these  
officers and of holders of identification cards,  
and prescribes procedure pertinent to issuance and  
accountability REMOVE INSTRUCTION 306.1 dated  
9-23-46 from the Manual and insert attached revision  
and Exhibit A. Distribution (A) (B).

## CHANGES

101.2  
Exhibit A-22  
dated 12-1-47

ADMINISTRATIVE AUTHORITIES - LIVESTOCK BRANCH:  
The following changes should be made in Exhibit A-22  
to Instruction 101.2 dated December 1, 1947: On  
Page 2 of the exhibit, under Standardization and  
Grading Division, Midwest Area, delete Ottumwa,  
Iowa, Davenport, Iowa, and Troy, Ohio, and on  
Page 3 delete Wichita, Kansas as a sub-office of

Kansas City, Missouri, inserting Wichita as a principal office in the Southwest Area columns headed "Location" and "Area of Responsibility." Insert ditto marks in r columns. Also, insert Tulsa, Oklahoma, in headed "Area of Responsibility" as a sub- of Oklahoma City, Oklahoma, Southwest Area Distribution (A) (B-05, 15, 22, 26 Field Or

PMA-103.2  
12-18-47

DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES - Par. IV, bottom of page 2, and paragraphs IV A 1 and 2, middle of page 3, change references to PMA Instruction 127.15 to 446. The Instruction "PMA Mailing Lists" was renum 446 1 on PT-109. Distribution (A) (B)

111.1  
7-1-47

ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION - The titles of the Office of Audit and Information Service have been changed to Audit Branch and Information Branch respectively. Paragraphs IV A and D should be changed accordingl. The change is in their titles only and does not involve any changes in organization or personnel nor in operating titles of their officials Distribution (A) (B).

249.5  
9-23-46

EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY PAYMENT: Paragraph III B 1 of this Instruction provides that the office originating Form AD-139, "Final Salary Payment Report," shall send copies to the appropriate AS and PE Divisions. Effective immediately, these copies shall be discontinued. The administrative officer in Washington or supervisory official in an area of field office shall certify to return of all items issued to the employees. This certification on the original AD-139, which is sent to the appropriate fiscal office, will suffice for clearance of final salary payment. Pending complete revision of the Instruction, which is now in process, make the following changes in the existing instruction: Paragraph III B 1, at top of page 3, line 2, delete balance of sentence after "office." Bottom of page 3 and top of page 4 delete all of paragraphs IV A IV B. Page 4, change "IV C" to "IV A" and delete the following from line 2 of IV A 6: "from the AS and PE Divisions."

Temporary 310.2,  
3-13-46

EMPLOYMENT: Page 1, paragraph III A, delete "State PMA offices." (This was part of an insertion made manually after the instruction was released.) State offices will no longer carry out the recruitment function. (Distribution (A) (B)

CHANGE (Cont'd.)

405.5  
6-19-47

TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES - Delete the unnumbered paragraph following paragraph III J, beginning with "The Effect of the" and ending with "Executive Order 9805."

Change paragraph III L 5, by striking out the last four words, "expense incurred and paid", and in lieu thereof add the word "shipment." Distribution: (A)(B).

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U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 84

CODIFIED DEPARTMENTAL REGULATIONS

A codification of all Department regulatory materials, known as "Administrative Regulations," has been compiled in a single integrated code, arranged by subject matter. The ADMINISTRATIVE REGULATIONS combine all continuing administrative requirements of general applicability issued by the Department and replace a large number of memoranda, circular series, and manuals. These REGULATIONS are being released in eight separate titles, as follows:

|                         |                |
|-------------------------|----------------|
| I General               | V Procurement  |
| II Library              | VI Budget      |
| III Information         | VII Fiscal     |
| IV Plant and Operations | VIII Personnel |
|                         | Index          |

Circulars and memoranda containing announcements, personnel assignments, "one-time" requirements, and so forth, will be continued and will be distributed on the mailing list for the related Title.

The administrative officers have been given the responsibility of determining the needs of their respective branches, including field offices, and have recommended a mailing list for each Title. The Office of the Assistant Administrator for Production made the determination for the PMA State Offices.

Title I is similar in many respects to the familiar Secretary's Memoranda, and contains, principally, material relating to the organization, functions, and authorities of the Secretary's Office, Staff Offices, and Bureaus.

The initial issuances of Titles I through V have already been released. However, because of the lag incident to review, composition, and duplication, these initial issuances are not up to date. Therefore, they will not be made effective for operating purposes until regulations issued between June 30, 1947 and a date near the time of delivery of the last title have been incorporated. This material will be released by means of Amendment No. 1 for each Title. It is expected that all Titles and Amendments No. 1 will be issued by sometime in January.

A revision of PMA 104.3, "Distribution of Administrative Regulations within PMA," is in process and will be released in the near future. In the meantime, any inquiries regarding the distribution of these regulations or requests for extra copies should be directed to the branch administrative officer in Washington.

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## ADMINISTRATIVE AUTHORITIES - SUGAR BRANCH

SUGAR SPECIAL REPRESENTATIVE SAN JUAN PUERTO SUGAR BRANCH OFFICE, PUERTO RICO WASHINGTON, D. C. LETTER OF AUTHORIZATION

SUGAR BRANCH  
OFFICE, PUERTO  
RICO

LETTER OF  
AUTHORIZATION

DISTRIBUTION: (A) (B-05, 15, 26, 32)  
1-7-48



U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

PMA-306.1

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ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION CARDS

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I PURPOSE

The tabulation attached as Exhibit A shows the various kinds of identification cards used in PMA, designates issuing and accountable officers, and prescribes pertinent requirements.

II RESPONSIBILITY OF HOLDERS OF CARDS

Each employee to whom an identification card is issued is personally responsible for its safekeeping and for turning it in to the designated accountable officer for his organizational unit upon expiration of need for further use of the card or on his separation from PMA. If a card is lost, the employee shall send a memorandum to the issuing officer stating the circumstances involved in the loss. If a new card is needed, he may request one in the same memorandum.

III ACCOUNTABILITY

A Accountable Officers - Administrative Officers, or other designated employees are accountable for cards issued to Washington employees of their respective branches or staff offices. Officers in charge of area, state, and field offices, or other designated employees, are accountable for cards issued to employees under their jurisdiction.

B Responsibilities of Accountable Officers - Accountable officers are responsible for:

1 Maintaining a control on Form PMA-270, "Employee identification Card Record," of all identification cards issued. Upon separation or transfer of the employee, the PMA-270 may be destroyed when all cards issued to him have been turned in.

2 Certifying on Form AD-139, "Final Salary Payment Report," the return of cards by employees to whom they were issued when any personnel action is contemplated or being instituted that will result in a final payment of salary or lump sum payment to such employees. (See Instruction 249.5, "Employee Accountability Incident to Final Salary Payment.")

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|             | 1<br>USDA IDENTIFICATION<br>CARD, AD-54  | 2<br>SPECIAL PHOTOGRAPHIC<br>IDENTIFICATION CARD  | 3<br>EMPLOYEE'S<br>PASS, AD-53<br>(Wash. only)   | 4<br>LICEN-SES  | 5<br>DEPARTMENT PARKING<br>PERMIT, AD-155<br>(Washington Only)                               | 6<br>OFFICIAL PARKING<br>PERMIT<br>(Washington Only)  | 7<br>EMPLOYEE'S<br>DRIVERS LICENSE,<br>AD-105   |
|-------------|--|---|--|---|--|---|---|
| Kind        | Card identifying bearer as an employee of the Department.  | A more formal type of identification card used where standard card will not suffice.  | Card authorizing admittance to building before and after hours.  | Card authorizing bearer to use specified parking spaces.  | Card authorizing bearer to use spaces reserved for official use.                             | Card authorizing bearer to use spaces reserved for official use.  | Card authorizing bearer to operate Government owned vehicle.  |
| Use         | Identification in lieu of U.S. Government Tax Exemption Identification Card, SF-1094c; identification for travel purposes or when otherwise necessary to conduct of official business; personal use of employees in receiving cash pay, cashing checks, and so forth.                                    | Identification in the conduct of official business where security or precise identification is required, such as: entering military reservations, handling banking functions, negotiating contracts, conducting audits, and investigations, making collections, and so forth. | Presentation to guard as authority to enter building named thereon before and after hours.                                 | Identification of bearers right to qualify as a licensee to carry out acts stated on face of license. | Authority to use space specified on card.  | Card is displayed behind windshield as authority to park in space reserved for official use.            | Evidence of authority to drive Government owned car.  |
| Issued to:  | Any employee who seeks it.   | Only to employees requiring such special form of identification.  | Employee whose work requires admittance to building before and after hours.  | Employee quantity, and where authorized, to non-Federal employees.                                    | Subject to availability of space, to highest priority employees, under priority regulations. | Employee using Government or privately owned cars on official business.                                 | Mandatory for employees using Government owned cars on official business.                               |
| Issued by:  | Washington Adminis-trative officers. Field Officers in charge. Supplies To be requisitioned on Form AD-11 through appropriate AS Division. Issuing officers will number cards consecutively as issued, the number to be preceded by branch symbol and, for field offices, by office identification also. | Washington PE Division on request through branch or staff office channels. Cards shall be sent to the employee through the administrative officer, who shall forward cards to field employees through the officer in charge.  | Administrative officers will secure supplies from the passes of the AS Division for issuance to Washington employees only. | Branch or staff office responsible for functions.   | Same as column No. 3   | Washington AS Division on request through channels.   | Washington or Area AS Division on request through channels.   |
| Control     | Accountable officers will maintain a record control of cards issued on Form PMA-70, "Employee Identification Card."  | Same as column No. 1.   | Same as column No. 1.  | Branches will preserve own control.   | Same as column No. 1.  | Same as column No. 1.   | Same as column No. 1.   |
| Disposition | Accountable officer calls in card and destroys it upon separation of employee or transfer within PMA.  | Accountable officer calls in card on expiration of its need by change in job or separation of employee, and forwards card to Washington PE Division.  | Same as in column No. 1.   | Branches will prescribe own practice.   | Same as column No. 1.  | Accountable officer calls in card on expiration of need and forwards it to the appropriate AS Division. | Accountable officer calls in card on expiration of need and forwards it to the appropriate AS Division. |

